

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOT1028312

POSITION NO: 242459

DATE POSTED: 11/18/13

CLOSING DATE: 12/03/13

POSITION TITLE: Office Specialist

DEPARTMENT NAME / WORKSITE: NDOT/Department of Project Management - Tse Bonito, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: ☒ GRADE/STEP: Y58A

WORK HOURS 8 am - 5 p.m PART TIME: ☐ NO. OF HRS./WK. \_\_\_\_\_ \$ 23,420.80 PER ANNUM

SEASONAL: ☐ Duration: \_\_\_\_\_ \$ 11.26 PER HOUR

TEMPORARY: ☐ \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, candidate must be able to organize, maintain and update files (ie. Contract, personnel, procurement and administrative). Answer the phone, take messages, provide needed communication. Direct visitors when necessary. Maintain reference logs for correspondence, telephone usage, tribal vehicle mileage, copier reading, etc. check incoming invoices for mathematical accuracy, route to appropriate staff and assist with files. Check correspondence for basic grammar, occasionally do staff typing as requested. Monitor status of office supplies/equipment and order supplies/equipment, as necessary. Run errands, such as to the post office. Maintain appointment dates/time for staff. Maintain assigned vehicles and ensure proper service according to fleet schedule. Make travel arrangements, provide itinerary, process reimbursement, and maintain proper forms. Attend meetings and perform other tasks as assigned (payroll). Keep equipment in operating order and supplies in stock. Assist in staff capacity by coordinating office services and day to day operations.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

High School diploma or GED; supplemented by courses in general office procedures; and two (2) years general office or related experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Applicant must be skilled in typing, have computer skills; knowledge of modern office methods, practices and knowledge of various office equipment. Applicant must possess strong work ethic; must adhere to work attendance standards; ability to multitask; have good english grammar skills are a must. **(Preferred)** Bilingual (English/Navajo)

**Special Requirements:**

**(Preferred)** Applicant must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**